

EH&S Equipment Decontamination Form

Equipment that is or may be contaminated with a chemical, biological, radioactive or other hazardous material must be decontaminated before it is:

- Repaired by Facility Services, IFAS, or any other contractor
- Moved:
 - By UF Asset Management
 - By commercial company
 - Through public areas (elevators, public corridors, etc.)
- Disposed of/surveyed out of UF Inventory
- Shipped offsite (i.e. back to vendor, to another building etc.)
- Sent out for repair or maintenance (Please also contact the company doing the repair to find out their company policy for decontamination)

Note: *Biosafety Cabinets (BSCs, biosafety “hoods”) used with biohazards must be professionally decontaminated with gas/vapor before moving, surveying out/disposing of, or repair of contaminated plenums within the cabinet. Contact your vendor (e.g. Precision Air Technologies at 919-212-1300 or via email:

info@PrecisionAirTechnology.com) to decontaminate this equipment *before* submitting this form to the Research Safety Office.

Instructions: Complete the information on the following pages. The signature of the person decontaminating the equipment as well as the Principal Investigator is required.

2. Email next two pages to researchsafety@ehs.ufl.edu or Fax to 352-392-3647.
3. Research Safety will review the form to ensure the decontamination method used is appropriate and will then sign the form. The signed form will be returned to you.
4. **Affix the completed form to the equipment.**
For equipment to be disposed of through MyAssets, upload the fully signed form in the MyAssets web portal as part of the [pickup request for surplus property](#).
5. Proceed with repair, move, pick up, etc.

Other Contacts/For more information:

Biological Safety: BSO@ehs.ufl.edu 325-392-1591

Chemical and Lab Safety: Labsafety@ehs.ufl.edu 352-392-1591

Radiation Safety: RSO@ehs.ufl.edu 352-392-7359 or 352-392-1589

Hazardous Materials Management: HWM@ehs.ufl.edu 352-392-8400

EH&S Equipment Decontamination Form

1) Equipment Info

Equipment Name/Type

Model/Serial #

UF Property Decal #

Type of contamination/potential contamination present.

Biological

Chemical

Radioactive

Other

List specific hazards present - for example - human cell lines, carbon nanoparticles, ethidium bromide, ¹²⁵I, etc.

2) Current Location

Building name or #

Room

Department

3) Contact Info

Name of person doing the decontamination

Phone #

Email

PI or Supervisor name

4) Reason for decontamination (check box as appropriate)

Repair on site by Facility Services, IFAS, or any other contractor/technician

Moving To what Building & Room?

To what Supervisor/PI?

To what Dept.?

Disposed of To where?

Surveyed out/picked up by UF Asset Management

Shipped (i.e. back to vendor, for repair or maintenance etc.)

5) If applicable, how were **biohazards** decontaminated ?(check box as appropriate)

Surface decontamination with *freshly* diluted bleach What concentration?

Surface decontamination with another type of tuberculocidal/EPA-registered disinfectant

List disinfectant

Formaldehyde gas decon, performed by:

Vaporized hydrogen peroxide, performed by:

Other method of decontamination (describe):

Biohazard stickers removed? Name of person removing biohazard sticker(s)

Not applicable, no biohazard stickers on equipment

6) If applicable, how were **chemical contaminants** removed (ex: soap & water, neutralizer (what type?), etc.)?

7) If applicable, how were radioactive contaminants removed?

Only Radiation Safety Office staff may remove Radioactive Materials stickers.

Who from Radiation safety removed stickers (name)?

On what date?

8) Identify and describe any areas in the equipment that could not be decontaminated:

9) Other Comments:

Statement by the person doing the decontamination

I have decontaminated this equipment as described above to the best of my abilities so that it is safe to handle and is no longer hazardous.

Signature

Printed Name

Date

Statement by the Principal Investigator

The equipment has been decontaminated as described in the form above.

Signature

Printed Name

Date

Stop here & Email this page & the previous to researchsafety@ehs.ufl.edu or Fax to 352-392-3647

Statement by the Research Safety Office

The decontamination method(s) listed on this form is (are) appropriate for the potential hazards used/stored in this equipment.

Research Safety Concurrence/Approval

Signature

Printed Name

Date

Role:

Biosafety

Lab Safety

Radiation Safety

Chemical Safety

Hazardous Materials Management